

## SELECTBOARD MEETING

April 16, 2012

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Attending the meeting: Jon Trefry, Andrea Morgante, Phil Pouech, Mike Bissonette, Tom Ayer, Joe Colangelo and attached list.

Meeting called to order at 7:00 p.m.

Karla Munson was present with an update on bus service. Next Monday is the soft launch and May 14<sup>th</sup>, Way to go Week is the official launch. VTrans has approved all bus stop signs and added two requested stops: Hinesburg General Store and Butler Farms Development.

### Town Logo Competition

While this is a 'fun' activity it obviously deserves some significant thought and care. We have all been impressed with the quality and quantity of submissions for the Town Logo competition. The Selectboard has a difficult decision to make in declaring a winner. Remember that for the most part the logo will be viewed/used in black and white as letterhead; however, if we place the logo on Town trucks/vehicles we could use a colored version too. Joe had a graph showing the online voting result choices which, while only the Selectboard has official voting authority, was taken into consideration.

Board members expressed what they liked about their preferred logos as well as discussing the more popular logos voted on line.

The Board suggested working with the artist to, if possible, get a bit more definition to the buildings in the logo. As soon as the winner is picked we will order the new Welcome to Hinesburg signs and change all Town letterhead.

Andrea moved the Board vote to award the winning design to Logo # 9. Second by Phil and approved.

### Recreation Commission:

Jen McCuin, Recreation Director, said she searched and was not able to find a mission statement for the Recreation Commission so they developed one which Jen read to those present.

The Recreation Commission plans, implements and administers recreation programs for the Town of Hinesburg, such as youth and adult sports, instructional classes, and recreational events, such as the Winter Carnival. The Commission meets as needed throughout the year. The Recreation Department Coordinator oversees and manages the programs and activities of the Recreation Department.

Current members of the Recreation Commission are: Tom Giroux, Frank Twarog (Chairman), Kate Bailey, Mike Bissonette, Kevin Cheney, Justin Daniels.

Frank mentioned the commission reacts to requests and interest in activities by offering those activities.

Jen noted in response to the request for adult and senior activities that the CVU Access program has a wonderful selection of offerings which are well attended.

Tom asked Jen what the biggest challenge for the commission is and Jen noted finding volunteers to run programs and finding field space. She noted that she was recently notified that there will be a charge in the future for use of the HCS gym.

**Creekside Phase 2 Warranty Punch List Items**

The Creekside Association contacted Joe and Rocky to check on the status of the Town takeover of Fredric Way and Farmall Drive. As of Tuesday, April 10, we are still waiting for the railing to be fixed on the pedestrian bridge installed over the canal by the former Saputo plant. Joe said he has been told it will be done ASAP; once everything is complete, all 'punch list' items – as presented in Rocky's August 28, 2009 memo – will be wrapped up. Joe said he believes the understanding was that the Town was going to take over Fredric Way and Farmall Drive once all outstanding items were taken care of and if all goes well the remaining items should be taken care of by April 16<sup>th</sup>. Rocky and Joe reported that the railing is still not completed.

Dan Jacobs, president of the Creekside Assoc Board said there is only item left on the punch list and asked what the association needs to do for the process of the Town taking over the roads to start.

Frank Koss and Bill Moeller said they will guarantee payment to the Town for the Town to do the work needed to finish the railing.

Kyle Bostwick said he is concerned that machinery on the road to access the additional building being constructed will result in damage which could cause concern with the Town taking over the roads.

Kyle was advised to discuss concerns with Joe, Rock and Mike Anthony.

Dan noted another concern is with the development adjacent to Creekside and possible truck traffic and also increased traffic. His concern is safety.

The Board advised the best way to express concerns is to attend the DRB meetings for the project. Phil also suggested a letter to the Selectboard and DRB addressing concerns.

Jon said the Board is o.k. with Creekside Association working with Rocky to get the work done.

Andrea said at the May Selectboard meeting they can have an information meeting on taking over the roads and warn a public hearing.

**Appoint Planning Commission Member**

Applicants have/will be instructed to use the newly adopted application form (which is available online) so we will be able to see how good of a tool the new form is for vetting applicants to the various CBCs.

The Board will be appointing someone to fill Tom Ayer's recently vacant seat – Tom stepped down when he was elected to the Selectboard. Tom's seat is vacant through 1/1/14. Joe recommends that when making the appointment it is through 10/31/13 so we can start the process of moving those appointments to October, like what we did with the recent reappointments of Kyle, Tim, and Joe (10.31.15).

**Planning Commission Members**

Chairperson: Joseph Iadanza

Vice-Chairperson: Bob Linck

Meetings Held: 2nd and 4th Wednesday of each month

Location: Location: Ground level conference room, Town Hall

Kyle Bostwick

**Term Ends**

10/31/15

Timothy Clancy

10/31/15

Carrie Fenn

01/01/13

Joseph Iadanza

10/31/15

Jean Isham

01/01/14

Bob Linck

01/01/13

Ray Mainer

01/01/13

Johanna White

01/01/14

Vacant Seat – It could be yours. [Find out How](#)

Maggie Gordon, applicant for the vacant position, was present to answer questions from the Board.

Mike B mentioned he recently attended a PC meeting where some members had made a decision on an issue outside the meeting. He wanted it to be clear that discussion around decisions should be done at the PC meetings.

Mike B asked Maggie to address the issue of PC making development and growth more difficult. Maggie said it is important to maintain high standards for the Town and at the same time make it possible for developers to build in Town. She said you need to take a lot of input and make a decision accordingly.

Town asked Maggie what draws her to this position. Maggie said everything from working on the maps of wildlife corridors to storm water issues. She also believes public service is important.

Phil pointed out that conversations outside of the meetings are inappropriate and feels Maggie would realize that.

Mike B moved the Board vote to appoint Maggie Gordon to a vacant seat on the Planning Commission through October 31, 2013. Second by Andrea and approved.

#### Water/Wastewater Budgets –

The Board looked at this originally on March 19<sup>th</sup>. It is back on the agenda for final approval and implementation for the FY2013 budget year, starting July 1, 2012.

The three (3) most significant changes in expenses are 1) attempt to increase annual capital reserve savings in the Wastewater Department; 2) first annual payment on a 30-yr note in the Sewer Department (ARRA project with 50% forgiveness); 3) new emphasis on capital improvement planning.

Other worthy notes: 1) Salaries and benefits include both FTE in the Water & Sewer department; 5% of Town Administrator; 14% of Town Clerk(s); 25% of Building and Facilities. 2) Rocky's truck is slated to be replaced. This truck will also be paid for from the General Fund (75%-25% split) and was approved as part of the budget; 3) roof work is needed for the pump house; 4) we are planning on purchasing a trench box for \$5000 and use a 50-50 grant from the Vermont League of Cities and Towns to offset the total cost. The trench box should be purchased even if the Town is not awarded the grant.

Mike B moved the Board vote to adopt the FY2013 Water/Wastewater Budget with a total budget of \$623,515. Second by Phil and approved.

#### Police & Fire Facility Needs –

Last meeting the Selectboard had the opportunity to start thinking about how the community might best move forward with a public safety facility project. Joe's recommendation then (as it is now) was to use the services of Vermont Integrated Architecture and follow the proposed scope of services he developed with them (attached) as a best practice to bring the project back to life in such a way that will encourage open, transparent planning that will engage the entire community.

During conversation at the last Selectboard meeting the Board determined that it would be beneficial to first have an internal dialogue with the fire and police departments. Joe pointed out while he does not discount the wish to have this conversation; he still feels that we need some professional help (VIA) so we can engage in highly productive conversations regarding building size and functionality. Joe feels that having the conversation without the architects involved will prove to be a difficult at this point since we are looking at re-scaling the project; and is concerned we will spend too much time spinning our wheels without a reality check on what is actually feasible. It seems to him it's like we are planning to host a debate but refusing to find a moderator to keep the debate structured.

Frank and Al attended the meeting and went over the functional needs they are looking for with a public safety facility. We can review the plans and discuss what we might be able to do differently as we move forward with this project and what might be deemed as necessary elements of a project and what might be considered superfluous. We can think about the different facets of the project: police, fire, community room, park space.

Mike B said he felt the community is aware the PD has a need but has questions about the FD needs. Al pointed out an important aspect is that this would bring all equipment into one space; they are not actually increasing space by building unused space. Al also said they do need a larger training room and the revised proposal is not as big as the previously proposed multi-purpose room.

Andrea said it is important for people to have an opportunity to ask their questions.

Jon asked Frank how much of the proposal is for planning for the future and what is needed now. Frank said the rooms in the proposal are what are needed. Space could be cut by reducing the lockers room area which is now planned to be shared with the FD and shows as their space.

Frank said he believes a statement of need is an important component.

Joe feels if the Selectboard is serious about bringing a top quality product back for consideration of the voters then the Board needs to consider adopting the project scope of services as proposed by VIA and the Town Administrator. When we selected an architectural firm back in January VIA was the first choice because they demonstrated a holistic community minded approach to design that impressed the interview committee. We thought they would be a good choice because we knew that the bond Article had a decent chance of being defeated and we wanted to pick the right firm that would help get it back out to a bond vote if that did in fact happen.

Mike B moved the Board vote to approve a budget up to \$3,260 as outlined in phase 1 & 2 and Accept and Endorse the Plan to Moving Forward with the Public Safety Facility Per the Scope of Work Presented by Vermont Integrated Architecture. Second by Mike B and approved.

### Town Administrator's Report

1. iPads – Joe included some information in the Selectboard packets from the City of Montpelier and the Town of Middlebury – two (2) municipalities that have moved to a more paperless local government. He recommends Hinesburg investigate this possibility.
2. Request For Proposal for Village Steering Committee – RFP drafted by Alex and vetted by the Village Steering Committee for 3-D modeling of the Village Center is in your packet. The Selectboard will be asked to approve a contract for this service at the May 7<sup>th</sup> meeting. Alex will review the proposals and make a recommendation to the Selectboard.
3. Cemetery Land Donation – Irena Case has approached Joe about donating some land to the Town to be used as a cemetery. She has some specific wishes and conditions she would like to attach to the land – for example, it be a green cemetery. Joe will work with Irena to bring a proposal to the Selectboard for consideration in the near future.
4. Recreation Path Project – Rocky hosted a (non-mandatory) pre-bid meeting on April 9<sup>th</sup>. Eight (8) contractors/subcontractors attended the meeting. Rocky went over the project and answered questions. Bids for general contractor services are due April 19<sup>th</sup>. If possible, we would like to have a Special Selectboard meeting, prior to the May 7<sup>th</sup> meeting, to award this contract. Meeting set for Friday April 27.
5. Town Forest Management Plan – The Town Forest Committee has a planned committee meeting on April 18<sup>th</sup> to go over some of the questions/concerns that have been raised in the community about the draft plan. They plan to put together some answers and plan to present the Selectboard with the draft final plan on May 7<sup>th</sup>. Joe will plan May 7<sup>th</sup> as an introductory item only and hold off any long discussion until the following meeting (May 21).
6. Utility Poles on 116 – Green Mountain Power has been relocating utility poles closer to Rte 116 south of the Village Center. They say the new location will make doing repairs easier; the aesthetic ramifications of the shift in location is debatable. The Board asked Joe to see if GMP will remove the old poles so there are not two sets of poles.
7. CVU Mock Accident – We need to close CVU Road from CVU to the intersection with Mechanicsville Road on May 3 from 8am – Noon.
8. PACE – PACE is a program that a number of Vermont municipalities have adopted which allows home owners to pay for energy efficient upgrades through their property tax. In other words, the Town makes the initial payment for the upgrade and the homeowner pays the town back through property tax payments in subsequent years. A few years ago there were some issues with this program and the mortgage companies but Joe believes the legislature was able to make the appropriate tweaks for the program to thrive.
9. Vermont Smoke & Cure site visit – Along with representatives from the State and our project manager Joe did an inspection of Vermont Smoke & Cure to see how our CDBG money had been spent. This was a monitoring visit so we examined all paperwork, bank statements, wage reports, etc. Their facility inside the former Saputo site is pretty impressive. They are set to start operating out of the Hinesburg plan in early May.

BOARD ITEMS

Mike B moved the Board vote to take Town Highway employee Josh Martel of his probationary period and increase his wage from \$16.22 to \$16.73 per hour at the recommendation of Highway Forman Mike Anthony and Town Administrator Joe Colangelo. Second by Andrea and approved.

Andrea asked about the surveying being done on Shelburne Falls Rd. Joe will look into this.

WARRANTS

Andrea moved the Board vote to approve the warrants, including payroll warrants, as submitted by the Town Treasurer.

Second by Mike B and approved.

Andrea moved the Board go into executive session including Chief Koss for personnel discussion. Second by Tom and approved.

Andrea moved the Board come out of executive session and adjourn, second by Tom and approved.

Respectfully submitted,  
Valerie Spadaccini, secretary